

Morgen Fry

Subject: FW: Sister City Background Information
Attachments: Staff Report.DissolveSisterCityCommittee.06222010.pdf; Staff Report.AcceptPolicyToEstablishGuidelines.SisterCity.04242012.pdf

Importance: High

All Receive - Agenda Item # 12

For the Information of the:

CITY COUNCIL

ACM ✓ CA ✓ CC ✓

Date 11/11 City Manager ✓

From: Marisa Lundstedt

Sent: Monday, November 06, 2017 8:20 PM

To: Andrea Dykes <Andrea.Dykes@carlsbadca.gov>

Cc: Sheila Cobian <Sheila.Cobian@carlsbadca.gov>; Kevin Crawford <Kevin.Crawford@carlsbadca.gov>; Marisa Lundstedt <Marisa.Lundstedt@carlsbadca.gov>

Subject: Sister City Background Information

Andi,

I would like to distribute this to the Council as background information for item No. 12 (Presentation by Sister City Ambassadors). Would you be so kind to email this out to the Council in the morning and also provide them hard copies?

Could you also provide hard copies to Kevin, City Attorney and the Clerk?

Thanks so much,
Marisa



Marisa Lundstedt
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CITY OF CARLSBAD – AGENDA BILL

AB#	20,278	DISSOLVE THE SISTER CITY COMMITTEE	DEPT. HEAD	_____
MTG.	6/22/10		CITY ATTY.	_____
DEPT.	Arts		CITY MGR.	_____

RECOMMENDED ACTION:

Adopt Resolution No. 2010-160 to dissolve the Carlsbad Sister City Committee, send a letter of appreciation to current and past committee members expressing thanks for their service to the city and the community, and direct the city manager to return within nine months with a report and recommendation on the city's relationship to the newly created non-profit organization, Carlsbad Sister City Ambassadors, Inc.

ITEM EXPLANATION:

The Carlsbad Sister City program was created in 1988 by City Council Resolution 88-19, which created a Steering Committee of representatives from various Carlsbad civic and business organizations to coordinate a newly established sister city partnership with Futtsu, Japan. Responding to a request of the Steering Committee in 1990, the City Council disbanded the Steering Committee and established instead a nine-member Sister City Committee by Resolution 90-3 as an appointed Committee subject to the regulations of the Brown Act and the State of California Fair Political Practices Commission. Staff liaison and assistance was to be provided by the Cultural Arts Office; budget for the program was allocated from the General Fund.

In 1991, Karlovy Vary, Czech Republic, was added as a second sister city to the program.

Over the years, a variety of culturally oriented programs have been carried out under the Sister City program including international educational exchanges, visits to and from both sister cities by delegations and tour groups, the Carlsbad-to-Karlovy Vary Vocal Competition, the Multicultural Festival, and Japan-in-a-Suitcase school presentations. The Sister City Committee also organized various fundraising programs to augment its allocation from the General Fund.

Also over the years, the Sister City Committee has continually expressed a desire to expand the program, add new partners, and increase its budget and activities, and so in 2008, a city goal assignment was approved (#9038) that directed Cultural Arts Office staff to review all aspects of the Sister City program and to recommend the most effective and efficient administrative structure for the program's future.

After a year of research and interviews with many other sister city programs, it was clear to Cultural Arts Office staff that most cities had moved away from the traditional city-sponsored

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COUNCIL ACTION:

APPROVED ☐
DENIED ☐

CONTINUED ☐
WITHDRAWN ☐
AMENDED ☐

CONTINUED TO DATE SPECIFIC ☐
CONTINUED TO DATE ☐
UNKNOWN

RETURNED TO STAFF ☐
OTHER – SEE MINUTES ☐

PAGE 2 OF AB "DISSOLVE THE SISTER CITY COMMITTEE"

committee model, in which individuals were appointed by the city council and the committee was provided administrative and budgetary support by the city, in favor of sister city programs that were run by independent, non-profit, community-based volunteer organizations. City governments were still informed about sister city program activities, especially visits by governmental delegations, but were no longer directly funding or administering the programs.

On June 16, 2009, at a joint special meeting of the City of Carlsbad City Council, Municipal Water District and Housing and Redevelopment Commission, city staff presented its research and recommendations as a Program Option within the 2009/2010 Operating and Capital Improvement Program Budgets. On a minute motion by Mayor Pro Tem/Vice President/Vice Chair Kulchin, the Council/Board/Commission voted to continue the Sister City Committee for one more year with \$3,000 in funding and to encourage the creation of a non-profit entity to administer the program.

Since the June 16, 2009 City Council meeting, members of the Sister City Committee have been researching and working on becoming an independent 501-c-3 non-profit organization; in early March of 2010, they submitted their application to the State of California and on April 22, 2010, they received notification that their 501-c-3 non-profit status had been granted. The new organization is called the Carlsbad Sister City Ambassadors, Inc., and the president of the Board of Directors is Jacqueline Thyne.

FISCAL IMPACT:

The FY 2009-10 General Fund budget allocations for the Sister City program was \$3,000 and with the end of the program, the allocation for FY 2010-2011 and beyond is now \$0.

ENVIRONMENTAL REVIEW:

The proposed action to dissolve the Sister City Committee does not qualify as a "project" under the California Environmental Quality Act (CEQA) per State CEQA Guidelines Section 15378 as it does not result in a direct or reasonable foreseeable indirect physical change in the environment.

EXHIBITS:

1. Resolution No. _____ dissolving the Carlsbad Sister City Committee, sending a letter of appreciation to current and past committee members expressing thanks for their service to the city and the community, and directing the city manager to return within nine months with a report and recommendation on the city's relationship to the newly created non-profit organization, Carlsbad Sister City Ambassadors, Inc.

Department Contact: Peter Gordon, Arts Manager 760-434-2921
peter.gordon@carlsbadca.gov

Sister City Policy

April 24, 2012

Colleen Finnegan, Community Coordinator



Purpose of Resolution

- Adopt Policy for Carlsbad Sister City Program
 - Establish guidelines for maintenance and expansion of program
 - Authorize a non-profit, community-based organization to conduct the program
- Authorize Carlsbad Sister City Ambassadors, Inc. to conduct the program

History of program

- Current Sister Cities
 - Futtu, Japan - 1988
 - Karlovy Vary, Czech Republic – 1991
- Carlsbad Sister City Steering Committee
1988 – 1990
- City of Carlsbad Sister City Committee
1990 – 2010
- Carlsbad Sister City Ambassadors, Inc.
2010 - present

Resolution 2010-160

- Dissolved Sister City Committee
- Directed staff to return with recommendation on city relationship to Carlsbad Sister City Ambassadors, Inc.

Staff Research

- Best Practices
 - Sister city programs run by non-profit, community-based organizations
 - City governments adopt policies to guide sister city programs
 - Policies include criteria and process for new sister cities

Specifics of the policy

- Program conducted by Council-authorized non-profit, community-based organization
- Activities that benefit Carlsbad and support sister cities mission
- No reliance on city financial support
- Process for considering new sister cities
- Regular reports to City Council

Carlsbad Sister City Ambassadors, Inc.

- Incorporated in 2010 as a private, non-profit organization
- Currently conducts sister city relationships and activities for City of Carlsbad
- “New Affiliations Policy” approved in February 2012

Recommended Action

- Adopt Resolution No. 2012-093, approving Council Policy 77, establishing the guidelines for the management of the Sister City Program and authorizing the Carlsbad Sister City Ambassadors, Inc., to conduct the Sister City Program.



CITY OF CARLSBAD – AGENDA BILL

11

CF
HP
C

AB#	20,880	ACCEPT POLICY TO ESTABLISH GUIDELINES FOR THE SISTER CITY PROGRAM AND AUTHORIZE THE CARLSBAD SISTER CITY AMBASSADORS, INC. TO CONDUCT THE PROGRAM	DEPT. DIRECTOR CITY ATTORNEY CITY MANAGER
MTG.	4/24/12		
DEPT.	Library & Cultural Arts		

RECOMMENDED ACTION:

Adopt Resolution No. 2012-093, which accepts Council Policy No. 77 establishing guidelines for conducting Carlsbad's Sister City Program and defining the process for the development and ratification of future sister city relationships, and which authorizes the not-for-profit, community-based organization, Carlsbad Sister City Ambassadors, Inc., for the purpose of maintaining and conducting existing sister city relationships with Futtsu, Japan and Karlovy Vary, Czech Republic.

ITEM EXPLANATION:

In January 1988, the City of Carlsbad established its first sister city relationship with Futtsu, Japan (Resolution 88-18) and established a Sister City Steering Committee (Resolution 88-19), made up of representatives from several community organizations. This body worked together for 18 months and then requested a new structure with additional assistance from the City.

The Carlsbad Sister City Program was established in 1990 by City Council Resolution 90-3. The Resolution established a nine-member Sister City Committee which worked with the City's Cultural Arts Office to assume management of the sister city relationship with Futtsu, Japan. In 1991, Karlovy Vary, Czech Republic, was added as a second sister city to the program by Resolution 90-452.

In June 2010, the City Council dissolved the Sister City Committee by Resolution 2010-160, and suggested that the sister city program should be conducted by a not-for-profit, community-based organization rather than through continued city management. At the same time, the Council directed the city manager to return with a report and recommendation on the City's relationship to the newly created non-profit organization, Carlsbad Sister City Ambassadors, Inc.

Staff performed a review of practices of other cities in California and nationwide whose sister city programs are conducted by not-for-profit, community-based organizations and found that the most successful programs have policies adopted by their city councils to guide the relationship. This is the case particularly in situations where sister city relationships were established prior to the incorporation of the not-for-profit, community-based organization. Such

DEPARTMENT CONTACT: Colleen Finnegan, Community Arts Coordinator
760-434-2900; colleen.finnegan@carlsbadca.gov

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COUNCIL ACTION:

APPROVED

DENIED

CONTINUED

WITHDRAWN

AMENDED

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CONTINUED TO DATE SPECIFIC

CONTINUED TO DATE UNKNOWN

RETURNED TO STAFF

OTHER – SEE MINUTES

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policies regularly include the criteria and procedures to be used in developing new sister city affiliations.

Staff recommends that the City Council adopt a resolution accepting Council Policy No. 77 (Exhibit #2). The Policy defines the relationship between the City and a not-for-profit, community-based organization which would be authorized to conduct Carlsbad's Sister City Program and existing relationships with Futtsu and Karlovy Vary. It further requires said organization to maintain the sister city program without dependence on or expectation of direct financial support from the City and to seek support from independent funding opportunities available in the community. The Policy also defines the criteria and procedures for the development, establishment and endorsement of any future sister city relationships and directs that such relationships be enacted between the government of the future sister city and the not-for-profit, community-based sister city organization, followed by a vote of endorsement by the City Council. Finally, the Policy directs that from time to time said organization present reports of its activities to the City Council.

Staff further recommends that within the same resolution the City Council authorize the Carlsbad Sister City Ambassadors, Inc. to be the not-for-profit, community-based organization to conduct and manage Carlsbad's Sister City Program.

FISCAL IMPACT:

The proposed action has no fiscal impact, as there is no current budget for sister city programs or activities and no fiscal support of the authorized not-for-profit, public benefit corporation is recommended.

ENVIRONMENTAL REVIEW:

Pursuant to Public Resources Code Section 21065, this action does not constitute a "project" within the meaning of the California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

EXHIBITS:

1. Resolution No. 2012-093 adopting Council Policy No. 77 and designating Carlsbad Sister City Ambassadors, Inc. to be the not-for-profit, community-based organization to conduct and manage Carlsbad's Sister City Program.
2. Council Policy No. 77 establishing guidelines for the management of Carlsbad's Sister City Program and existing and future sister city partnerships involving the City of Carlsbad.

RESOLUTION NO. 2012-093

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARLSBAD, CALIFORNIA, ACCEPTING COUNCIL POLICY NO. 77 TO ESTABLISH GUIDELINES FOR THE MANAGEMENT OF THE CITY'S SISTER CITY PROGRAM AND AUTHORIZING THE CARLSBAD SISTER CITY AMBASSADORS, INC. TO CONDUCT THE SISTER CITY PROGRAM FOR THE CITY OF CARLSBAD

WHEREAS, the City of Carlsbad entered into sister city agreements with the cities of Futtso, Japan in 1988 and Karlovy Vary, Czech Republic in 1991 and has enjoyed ongoing friendships with these cities over the ensuing years; and

WHEREAS, the City of Carlsbad has determined that it is necessary and in the public interest that these relationships and any future sister city relationships should be conducted by a community-based, not-for-profit organization whose primary purpose is to maintain and conduct sister city relationships and programs; and

WHEREAS, the City of Carlsbad has determined that it is necessary and in the public interest to establish a policy that guides the authorization and endorsement of such an organization and that defines the criteria and procedures to be used in the creation of any future sister city relationships between Carlsbad and other cities; and

WHEREAS, the Library and Cultural Arts Department has researched the policies, guidelines and procedures used by other cities with sister city programs conducted by community organizations to determine the best practices among these cities and has proposed that Council Policy No. 77, Guidelines for the establishment and management of sister city relationships involving the City of Carlsbad, be adopted to provide for the management of existing sister city relationships and the process for establishment of any future sister city relationships; and

WHEREAS, the Carlsbad Sister City Ambassadors, Inc. was granted not-for-profit, public benefit corporation status by the State of California in April, 2010 with its stated purpose of conducting Carlsbad's Sister City Program; and

1
2 WHEREAS, staff recommends that the Carlsbad Sister City Ambassadors, Inc. receive
3 designation as the organization approved by the City of Carlsbad to conduct the relationships
4 with Futtsu, Japan and Karlovy Vary, Czech Republic and to promote the sister cities program
5 for the benefit of the City of Carlsbad and its residents;
6

7 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carlsbad,
8 California, as follows:

- 9 1. That the above recitations are true and correct.
- 10 2. That Council Policy No. 77 regarding the designation of a not-for-profit, community-
11 based organization for the establishment and management of sister city relationships
12 involving the City of Carlsbad is hereby adopted.
- 13 3. That Carlsbad Sister City Ambassadors, Inc. is hereby designated and approved as
14 the not-for-profit, community-based organization to conduct and manage the City of
15 Carlsbad's Sister City Program.

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1 PASSED, APPROVED AND ADOPTED at a Regular Meeting of the City Council
2 of the City of Carlsbad on the 24th day of April, 2012, by the following vote to wit:

3 AYES: Council Members Hall, Kulchin, Blackburn and Packard.
4

5 NOES: None.
6

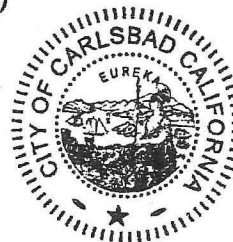
7 ABSENT: Council Member Douglas.
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11 MATT HALL, Mayor

12 ATTEST:

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14 
15 LORRAINE M. WOOD, City Clerk
16

17 (SEAL)





Page 1 of 2
Policy No. 77
Date Issued: April 24, 2012
Effective Date: April 24, 2012
Resolution No. 2012-093
Cancellation Date: N/A
Supersedes No. N/A

Council Policy Statement

Category: CARLSBAD SISTER CITY PROGRAM
Specific Subject: Guidelines for the establishment and management of sister city relationships involving the City of Carlsbad

PURPOSE:

The purpose of this policy is to

- Establish guidelines for the maintenance and expansion of Carlsbad's Sister City Program.
- Encourage sister city programs for the benefit of the City of Carlsbad and its residents.
- Duly authorize and endorse a not-for-profit, community-based organization to be the managing organization for the sister city relationships with Futtsu, Japan and Karlovy Vary, Czech Republic and for sister city program activities conducted for the benefit of Carlsbad citizens.

BACKGROUND:

The Sister City Program was officially established in 1956 by President Eisenhower for the purpose of aiding in the development of mutual understanding between U.S. cities and international cities. One facet of the program was furthering economic and cultural cooperation and interchange between the participating entities.

In January 1988, the City of Carlsbad established its first sister city relationship with Futtsu, Japan (Resolution 88-18) by invitation of that city. It also established a Sister City Steering Committee (Resolution 88-19), made up of representatives from several community organizations, to be responsible for the sister city program in Carlsbad. This body worked together for 18 months, and then requested a new structure with additional assistance from the city.

The Carlsbad Sister City Committee and Program were established in 1990 by City Council Resolution 90-3 which created a nine-member Sister City Committee with a staff liaison in the Cultural Arts Office to assume management of the existing sister city relationship with Futtsu, Japan. In early 1991, Karlovy Vary, Czech Republic requested a formal relationship with its namesake, Carlsbad, California, and became the program's second sister city (Resolution 90-452).

In June 2010, the City Council dissolved the Sister City Committee by Resolution 2010-160, and suggested that the sister city program should be conducted and managed by a not-for-profit, community-based organization rather than through continued city management.

POLICY:

It is the policy of the City Council of the City of Carlsbad that the relationships between the City of Carlsbad and its sister cities be conducted by a not-for-profit, community-based organization whose



purpose is the operation of international relations with sister city partners and the presentation of appropriate recommendations to the City Council concerning the establishment of possible additional sister city relationships.

Activities undertaken in pursuit of this purpose should increase the visibility, effectiveness, efficiency and viability of Carlsbad's existing sister city partnerships, thereby supporting their missions in the areas of cultural, educational and economic relationships. At all times the benefits to the residents of Carlsbad should serve as the primary objectives of the not-for-profit, community-based organization as it develops its relationships, programs and activities.

The City Council reserves to itself the right to rescind, restrict or transfer its appointment and endorsement by a vote of the majority of the City Council members.

The not-for-profit, community-based organization must maintain and demonstrate the ability to fund its activities without reliance on direct financial support from the City of Carlsbad.

In considering the establishment of additional sister city relationships, the not-for-profit, community-based organization should use sound policy and practices of its own development, should recommend additional relationships only if the following requirements are satisfied:

1. There must be a logical area of mutual interest with the city in prospect, in the fields of culture, commerce, education or history.
2. The not-for-profit, community-based organization must favor the proposed affiliation and intend to pursue a meaningful program after the relationship is established. The not-for-profit, community-based organization must be in a position to finance the resulting expanded activities without expectation of financial backing by the City.
3. A similar identifiable civic or official group must exist in the city with which affiliation is proposed, with a clear indication of intent to carry out active mutual programs. The government of the foreign city itself must evidence a desire to affiliate.

Recommendations of new sister cities will be brought before the City Council for consideration and approval before the not-for-profit, community-based organization proceeds with the formation of a Sister Cities Agreement (Agreement) with any proposed sister city. The Agreement will be executed between the officials of the sister city and the not-for-profit, community-based organization and the City of Carlsbad will not be a party to any specific obligations and commitments undertaken within the scope of the Agreement. After execution of the Agreement, and following a vote in favor by the City Council, the City of Carlsbad will sign an Acknowledgement recognizing the partner city as a Sister City of Carlsbad.

As a condition of its authorization to manage and operate Carlsbad's Sister City Program, the not-for-profit, community-based organization will appear before the City Council from time to time to submit current reports on its programs, relationships and finances. Within its appropriate scope of activities as an incorporated not-for-profit organization, the not-for-profit, community-based organization is encouraged to pursue independent funding opportunities in the community.

John Coates

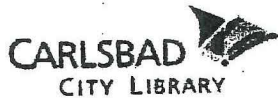
From: Heather Pizzuto
Sent: Friday, March 30, 2012 2:36 PM
To: John Coates
Subject: Sister City Ambassadors

To the members of the:
CITY COUNCIL
ACMO DCM CA CC
Date 2/30 City Manager ✓

Hello, John:

Recently, an inquiry was received from Tom Hersant about the status of a report and recommendations on the relationship between the city and Sister City Ambassadors. As Tom mentions, the Sister City Ambassadors presented to the Cultural Arts Office its proposed affiliations policy for establishing new sister cities, which is a good start. In turn, the Cultural Arts Office has been working on a policy guiding the maintenance and expansion of the sister city program through the city's relationship with the Sister City Ambassadors. That policy draft has been circulated for review. We are aiming for the April 27 City Council meeting to bring it forward for approval.

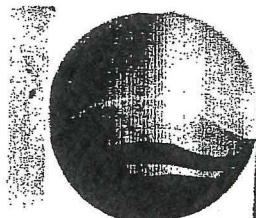
Please let me know if you have any questions or would like additional information.



Heather Pizzuto
Library & Cultural Arts Director
City of Carlsbad
www.carlsbadlibrary.org

P: 760-602-2056
E: heather.pizzuto@carlsbadca.gov

Date:	<u>4/2/12</u>
Distribution:	
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Asst. City Clerk	_____
Deputy Clerk	_____
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Carlsbad
Sister City
Ambassadors

"Creating connections between Carlsbad California
and internationally dispersed communities to promote
peace, cultural awareness and economic opportunities"

P.O. Box 131202
Carlsbad CA 92013 USA
www.CarlsbadAmbassadors.us

23 March 2012

Honorable Mayor Matt Hall;

I want to once again thank you for your continuing support of Carlsbad's Sister City programs. Could we count on your help once again?

We still await the promised "report and recommendation on the city's relationship to the newly created non-profit organization, Carlsbad Sister City Ambassadors, Inc" (Resolution No. 2010-160, attached).

I reviewed a draft of the "Acceptance Policy" with Peter Gordon and Colleen Finnegan in January. Our CSCA Board unanimously approved a revised draft and delivered an officially approved copy to them that week. We were told that it was approved by the City Attorney's office and the next step would be the process to get it and the report and recommendation prepared for a Council agenda meeting.

As you know you and we were again invited to represent Carlsbad at Karlovy Vary's annual Festive Opening of the Spa Season in May. Pending official recognition we have been circumspect in how we describe our position when dealing with Futtzu and Karlovy Vary.

Can you help us in getting the promised report and recommendation on the next Council agenda?


Tom Hersant, President

C: Lisa Hildebrandt, City Manager

